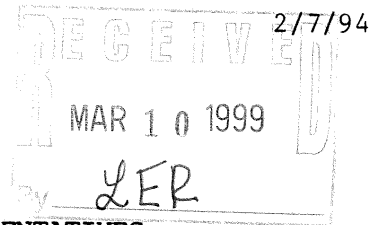


ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1600.65

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DOCUMENT MANAGEMENT
CENTER



SUBJ: FACILITY VISITS BY FOREIGN NATIONALS AND REPRESENTATIVES

1. PURPOSE. This order establishes security procedures which Federal Aviation Administration (FAA) personnel must follow prior to and during facility visits by foreign nationals and representatives.

2. DISTRIBUTION. This order is distributed to the division level in headquarters, regions, and centers and to all field offices and facilities.

3. DEFINITIONS.

a. Critical area. Any portion of a facility essential to the continuity of its operations in direct support of National Airspace System (NAS) operations.

b. Foreign national. A person who is not a citizen of the United States.

c. Foreign representative. A citizen or national of the United States who is acting as a representative, official, or employee of a foreign government, firm, corporation, or individual.

d. Restricted area. A protected area established to limit unescorted access or entry to persons with an operational need to be in that area. Restricted areas are normally identified by signs which contain the wording, "Restricted Area - Authorized Personnel Only."

e. Servicing security element (SSE). The organizational element that manages and oversees the FAA security programs for headquarters, a region, or a center.

4. RESPONSIBILITIES.

a. Office of the Assistant Administrator for Civil Aviation Security, ACS, on behalf of the Administrator, has overall responsibility for ensuring that FAA personnel carry out the provisions of this order and that resources necessary to do so are available and are efficiently used.

b. Office of Civil Aviation Security Operations, ACO, is responsible for ensuring that visit requests received from or on behalf of foreign nationals or representatives are processed in accordance with the procedures contained in paragraph 8 of this order.

c. Office of Civil Aviation Security Policy and Planning, ACP, is responsible for identifying any countries whose nationals or representatives will require ACO approval prior to visiting restricted or critical areas of FAA facilities and offices.

d. SSE's are responsible for processing visit requests received from or on behalf of foreign nationals or representatives in accordance with the procedures stated in this order.

e. Office of International Aviation, AIA, is responsible for assisting ACO and other offices as necessary in planning visits to FAA facilities by foreign nationals or foreign representatives.

f. FAA facilities and offices are responsible for:

(1) Notifying their SSE's of all requests for foreign nationals or representatives to visit restricted or critical areas of FAA facilities;

(2) Providing all information as required by this order;
and,

(3) Permitting visits by foreign nationals or representatives only under the conditions prescribed by this order.

5. POLICY. No manager or supervisor of an FAA office or facility and no FAA employee or contractor employee shall permit a foreign national or foreign representative to visit a restricted or critical area of an FAA facility without the approval of the SSE.

6. SCOPE. The procedures stated in paragraph 8 do not apply to:

a. Any offices or areas of facilities that are normally accessible to the public, even when they are under security guard control.

b. Areas of headquarters, regional offices, centers, and offices outside the United States, including satellite offices, where management has determined that access should not be restricted or controlled to allow access only to persons having an operational need or justification for entry.

7. AUTHORITY TO CHANGE THIS ORDER. The Assistant Administrator for Civil Aviation Security, ACS-1, is authorized to make changes to this order which do not affect policy or assignment of responsibilities.

8. PROCEDURES.

a. ACP shall provide to all SSE's, through ACO, lists of any countries whose nationals or representatives are not to visit restricted or critical areas of FAA facilities without specific approval from ACO. ACP shall update these lists as necessary.

b. Facility or office. An FAA facility or office receiving a request in either oral or written form for a foreign national or person known to be a foreign representative to visit a restricted or critical area of an FAA facility shall immediately notify the SSE and identify the prospective visitor's nationality or status as a foreign representative. If the SSE requests, the facility or office shall also provide the following information:

(1) Full name of the prospective visitor and any other identifying information available, such as position, rank, occupation, city of residence, passport number and country of issue, and/or date of birth.

(2) Sponsoring agency or organization.

(3) Purpose of the visit.

(4) Specific facilities and/or areas to be visited.

(5) Date and time of proposed visit.

(6) Any additional information pertaining to the visit.

c. SSE.

(1) Upon receipt of a request for visit, and all needed information from the requesting facility or office, the SSE shall:

(a) Evaluate the information and assess the request in view of the sensitivity of the facility or area to be visited in terms of the following:

1 Its role in support of the NAS and related military activities.

2 Its involvement with research and development, advanced technology, or other areas involving sensitive and/or proprietary information or data.

(b) Take one of the following actions:

1 If the visit requires ACO approval because of the visitor's nationality or the country the visitor represents, forward the request and all pertinent information about the facility's or area's sensitivity to the Investigations and Security Division, ACO-300, by the most expeditious means. Wait for a response from ACO-300 in accordance with paragraph 8d below.

2 If the visit does not require ACO approval, approve or disapprove the request from a security perspective, or approve the request subject to certain security-related conditions. Coordinate with the International External Development Branch, AIA-220, Office of International Aviation, through ACO-300, regarding disapprovals and approvals subject to conditions.

3 Request a determination from ACO-300 as to whether or not to approve the request.

(2) If a facility receives recurring visits by citizens or representatives of a particular country, the SSE may grant the facility approval to host those visitors without specific approval for each visit.

d. Investigations and Security Division, ACO-300. Upon receipt of visit request information from an SSE, ACO-300 shall evaluate the request, conduct any checks deemed appropriate regarding the visitor's background to verify the visitor's status, and make one of the following determinations:

(1) Approve the request from a security perspective and notify the SSE.

(2) Approve the request subject to certain security-related conditions as specified by ACO-300. ACO-300 will coordinate all approvals subject to specific conditions with AIA-220 to assess the impact on the overall planned visit, and to determine acceptable alternate facility visit arrangements.

(3) Disapprove the request from a security perspective. ACO-300 disapprovals will be coordinated with AIA-220 as required in 8d(2) above.

9. PROCESSING TIME. Processing of visit requests will normally require 5 working days from the time the SSE receives the request. In the event that circumstances do not allow this length of time, or if checks which ACO deems necessary require additional time to complete, the SSE or ACO-300 may have to specify more restrictive conditions than would otherwise be necessary in the event that the visit is approved.

10. VISIT CONTROL REQUIREMENTS. The provisions and requirements of this order are in addition to those contained in the latest edition of FAA Order 1600.2, National Security Information, Chapter 11, Visit Control.

11. ACCESS RESTRICTIONS.

a. No foreign national or foreign representative shall be allowed access to:

(1) Any area where access would subject classified national security information or data to possible compromise.

(2) A facility or area that is actively engaged in support of an ongoing military or sensitive civil operation where access to the area would unavoidably subject sensitive and/or proprietary information or data to possible compromise.

b. In the event that during the course of a visit circumstances arise as specified in 11a(1) or 11a(2) above, FAA employees shall take appropriate action to ensure that visitor access to the area(s) involved ceases immediately.

12. OPERATIONS SECURITY (OPSEC). Approval of a specific visit from a security perspective must be viewed with the understanding that foreign nationals or representatives may be citizens of, or working on behalf of, countries whose national interests may be contrary to those of the United States. FAA personnel must exercise reasonable prudence and caution in hosting all such visits. Questions concerning OPSEC should be directed to the appropriate SSE.



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Administrator